

Invoicing DOE – New Inter-Entity Work Process

Electronic Invoicing

Payments – Impact of A-76 Study

- A-76 study located all Treasury payment processing at Oak Ridge
- OR assumed Capital Accounting Center payments 6/1/04 – Major challenge
- Government's most efficient organization provides only 20.4 FTE's to process payments. Three Service Centers had 31.55 FTE's processing payments.
- To be successful must bring more standardization and technology to business processes

Electronic Invoicing - VIPERS

- Driven by Government Paperwork Elimination Act, Public Law 105-277
- Mandates all agencies to provide for
 - The option of electronic submission of data, as a substitute for paper
 - Use and acceptance of digital signatures, when practical
- Opened pilot to all current vendors
- With addition of CAC, 568 vendors currently using VIPERS; 130 submitted electronic invoices
- Implemented beginning of FY 2004

Electronic Invoicing – How it works for Integrated Contractors

- Users log in with PIN (meets digital signature requirement)
- Directed to webpage on secure server
- Template for SF1034 (contract)
- Invoice pre-populated with information, e.g. banking . Information must be confirmed.
- Vendor updates with minimal information.
- Majority of information will be contained in file attachment. File **must be** text. Built-in edits.
- Electronic invoice automatically logged in accounting system.
- Approving official receives e-mail notification of receipt and is directed to a link to view the invoice.

Integrated Contractor File Format

- Flat file of Columns 1 – 10 is the left justified CID.
- Columns 11- 12 spaces
- Columns 13-32 is zero filled dollar amount. Two decimal places are assumed.
- Column 33 is minus if dollar amount is negative
- Column 34 is space
- Columns 35-38 is the OPI

Electronic Invoicing – Next Steps

- Once DOE is on STARS, plan is to receive one monthly invoice from each integrated contractor about 15th of month
- Pilot Underway
 - OR contractors currently in process of submitting test files
 - Welcome other contractor participants

Electronic Invoicing - Next Steps

● Transition Issues

- August/September – Electronic invoicing not available to NNSA –cluster. Payments made by OFFM-FSD (formerly ALFSC).
- Pre-STARS - separate invoices must be provided to align with DISCAS Service Centers
- ORFSC – NETL, SPRO, SR, OR, OSTI, RF, RL, OH
- CAC – CH, HQ, PNR, SNR, Casper
- OFFM-FSD – ID, Golden, Regional offices, NNSA-field.

Electronic Invoicing – Next Steps

- Access to System

Obtain PIN:

<https://finweb.oro.doe.gov/vendor/request.htm>

Submit test file:

<https://finweb.oro.doe.gov/vendorx/logon.htm>

VIPERS - Enhancements

- Enhanced e-mail approvals
 - Display contract funding profile
 - Link to scanned invoice or electronic invoice
 - Approving officials select funding sources for paying invoices
 - System edits to ensure no overpayments authorized or funds control violations occur
 - Operational for approximately 20 months
- Automatically creating payment entries from invoice approvals
 - Operational since February 2004
 - Creating approximately 75% of OR cluster entries and 50% of CAC entries